



Town of Arlington

John D. Leone, Moderator
51 Irving St., Arlington, Massachusetts 02476

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JLeone@town.arlington.ma.us

March 23, 2021

To All Warrant Article Proponents,

RE: Warrant Article – Requirements and Deadlines

You are the proponent of an Article on this year's Virtual Annual Town Meeting Warrant. Please allow this letter to advise you of Town Meeting procedure. If the Select Board, Redevelopment Board or Finance Committee vote "No Action" on your Article, you must prepare, prior to the start of the meeting on **April 26th, 2021**, a Substitute Motion with a recommended Vote.

If you are not a Town Meeting Member it is your responsibility to contact me and to find a Town Meeting Member who will move to introduce your Substitute Motion and you, if you wish to speak. Your total time for both introduction and presentation of your Article is limited by our By-Laws to Seven (7) minutes. The presentations on Resolutions shall be limited to Four (4) minute per side, proponent and opposition.

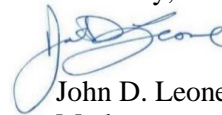
All presentations are required to be by way of a prerecorded video as there is no opportunity for a live presentation. The video shall not use a dynamic background and the background shall be a plain solid color and devoid of any advertisements or signage of any sort. If you wish to make a video you must contact Jeff Munro of ACMi: Jeff@acmi.tv to arrange for your video. ACMi has agreed to assist in the filming and uploading of the video presentation, if you are requesting assistance please do so prior to *April, 12th*. The video presentation must be completed and submitted no later than *Tuesday, April 20*. This link will provide additional information: <https://docs.google.com/document/d/1sreZVEsOdO7djTEeyUKdjvrvWNJfPA-YXxKqUvHOdAg/edit?usp=sharing>

It is required that prior to *April 20th* you e-mail your Substitute Motion or Amendment to me and Town Counsel, Douglas Heim, (JLeone@town.arlington.ma.us and DHeim@town.arlington.ma.us) for legal review and to allow for a determination by me of the scope of the Article. If you wish your Report, Motion or Substitute Motion to be distributed in the packet being provided to the Town Meeting Members, please submit 300 copies of your report to the Select Board Office no later than **Monday, April 12th at 12:00 p.m.** Drafting of Substitute Motions and Amendments on the night that the Article comes up, i.e., on the virtual floor of Town Meeting, is not allowed and will not be condoned.

These procedures have been put in place to make for a smoothly run, efficient and well-informed Town Meeting taking into consideration the limitation of a virtual town meeting. These rules for advance notice apply to all Boards, Committees, Article Proponents and the Town Meeting Members as well.

If you have any questions, please feel free to contact me. Good luck with your Article.

Sincerely,



John D. Leone
Moderator

cc: All Town Boards, Elected Officials, Department Heads, Committees and Commissions
All warrant Article Proponents (as follows)

Ms. Barbara Thornton	via email: barbarathornton1@gmail.com
Mr. Adam MacNeill	via email: Adamjamesmacneill@gmail.com
Katell Guellec	via email: katellguellec@yahoo.com
Mr. Paul Parise	via email: paul456x@gmail.com
Andrew Fischer	via email: andrew.fischer25@gmail.com
John L. Worden III	via email: JWorden@swwalaw.com
Christopher Loreti	via email: CLoretti@verizon.com
Ted Fields	via email: Fields.Edwin@gmail.com
Susan R. Doctrow	via email: SRDoctrow@gmail.com
Parke Wilde	via email: parke.wjlde@gmail.com
Guillermo S. Hamlin	via email: Gshamlin89@gmail.com
James Fleming	via email: jfiemingwpi13@gmail.com
John Sanbonmatsu	via email: js@wpi.edu
Beth Melofchik	via email: tankmadel@yahoo.com
Anna Henkin	via email: anna@henkin.me
Christa Kelleher	via email: christkel@verizon.net
Joseph Solomon	via email: solomj@gmail.com
Lynette Culverhouse	via email: lculverhouse@gmail.com
Elizabeth Dray	via email: Elizabethdray7@gmail.com
Silvia Dominguez	via email: la.cachao@gmail.com
Elaine Crowder	via email: elaine-tmm19@communication-exchange.com